



Created: July 2013
Replaces: Inspector (Previously 1 level)

Job Title:	Inspector I
Job Description Number:	1525
Department/Division:	Economic Development/Building Codes
Exemption Status:	Non-exempt
Pay Grade:	211
Immediate Supervisor:	Asst. Building Codes Administrator
Normal Work Schedule:	Mon-Fri, 8 hours/day

Brief Description of the Job:

Perform inspections and plan review for one (1) trade: building inspections, plumbing/mechanical inspections, and/or electrical inspections on commercial and residential new construction and renovation projects to ensure building code compliance. Give suggestions to contractors for resolving problems encountered in the field. Perform certificate of occupancy inspections prior to building occupancies. Perform office duties including answering phone calls for inspection request(s) from contractors and others, entering inspection requests and results into the system, assisting walk-in customers when questions are related to building or occupancy issues, and helping to resolve complaints. Examine plans, specifications, and other materials to ensure code compliance. Develop, type, and send feedback to the applicant. Teach contractor classes when new codes are implemented by the state. Interact with other employees, departments, contractors, architects, engineers, and citizens. Maintain all licenses as required by the state licensing board and the International Code Council. Perform various other duties as assigned by the supervisor.

Essential Functions:

Field Inspections (65%): Perform inspections and plan review for all trades: building inspections, plumbing/mechanical inspections, and/or electrical inspections on commercial and residential new construction and renovation projects to ensure building code compliance. Give suggestions to contractors for resolving problems encountered in the field. Perform certificate of occupancy inspections prior to building occupancies.

Office Duties (25%): Answer phone calls for one hour in the morning and afternoon to take inspection request(s) from contractors and others. Enter inspection request and results into the system. Assist customers at the counter when questions are related to building or occupancy issues. Help resolve complaints as they are encountered. Teach contractor classes when new codes are implemented by the state. Interact with other employees, departments, contractors, architects, engineers, and citizens. Attend classes to maintain credit hours required by the state licensing board and the International Code Council.

Plan Reviews (10%): Examine plans, specifications, and other materials to ensure code compliance. Develop, type, and send feedback to the applicant.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

Physical Demands: Continuously requires hearing, and talking. Frequently requires standing, fine dexterity, walking, sitting, kneeling, crawling, vision, foot controls, bending, crouching, and twisting. Occasionally requires handling, climbing, and balancing. Rarely requires lifting, carrying, reaching, and pushing/pulling.

Machines, Tools, Equipment, and Work Aids: Levels, tape measures, flashlights, calculators, ladders, pressure gauges, temperature gauges, shoe covers, vehicles, safety equipment, copy machine, telephone, printers, and fax machines.

Computer Equipment and Software: Computer.

Working Conditions

Overall Working Conditions: Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Daily exposure to extreme temperature and physical hazards. Weekly exposure to respiratory hazards. Monthly exposure to noise and vibration. Seasonal exposure to wetness and/or humidity.

Health and Safety: Rare exposure to mechanical hazards, chemical hazards, and electrical hazards.

Primary Work Location: Outdoors (Field Inspections).

Protective Equipment Required: Hard hat, steel-toes shoes/boots, and safety glasses.

Non-Physical Demands

Frequently requires working closely with others as part of a team. Occasionally requires time pressures, performing multiple tasks simultaneously, and noisy/distracting environment. Rarely requires emergency situations, frequent change of tasks, irregular schedule/overtime, and tedious or exacting work.

Job Requirements

Formal Education: Two year Associate's degree or equivalent in Architecture, Building Sciences, Construction Management or similar degree is required.

Experience: Over one year of experience in inspections is required. May substitute four (4) years of experience as a state licensed contractor in a related field.

Driver's License Required: Regular Class D South Carolina license

Certifications and Other Requirements: This position requires certification (or a provisional license with the ability to obtain license within one (1) year) in at least one (1) of the following before entry into the position.

- Licensed Building Inspector: ICC certifications – Commercial Building Inspector, Residential Building Inspector, Building Plans Examiner, SC Dept. of Labor License and Regulation
- Licensed Combination Inspector (Plumbing/Mechanical): ICC Certifications – Mechanical Inspector, Plumbing Inspector, Mechanical Plans Examiner, Plumbing Plans Examiner, SC Dept. of Labor License and Regulation
- Licensed Electrical Inspector: ICC Certifications – Residential Electrical Inspector, Commercial Electrical Inspector, Electrical Plans Examiner, SC Dept. of Labor License and Regulation

Job Demands

Reading: Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias. Must be able to read plans, specifications, and other materials.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Human Collaboration Skills: Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a moderate impact on the organization. External contacts include contractors, architects, engineers, and power companies. Internal contacts include Fire department.

Management and Supervision: Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Technical Skill: Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

Freedom to Act and Impact of Action

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted

as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.